



NOTES FROM THE DIRECTORS

Accountability Update

As you likely saw in the [recent communication](#) about test participation, Wisconsin is moving towards separate reporting for state and federal accountability. I'd like to provide some information about the different systems, and the relationship of those systems to the recent decision about test participation.

The purpose of the state accountability reporting (School and District Report Cards) is to provide a rating system that meaningfully differentiates school and district performance across the state. The purpose of the (new) federal accountability reporting will be to identify two types of schools for support as required in ESSA: Comprehensive Support & Improvement and Targeted Support & Improvement Schools. Comprehensive and Targeted support, respectively, are similar to the Title I Priority and Focus identifications required in Wisconsin's ESEA waiver. The details of the identification and improvement processes for these schools will be included in the state's draft ESSA plan, which we anticipate releasing for public review in May. While the federal system is intended to identify schools for support and improvement, DPI will still report results of that system for all students in the state.

I want to be sure that folks understand that, despite the removal of test participation deductions from the state report cards, test participation will be calculated and reported for each school and each subgroup under the federal identification system. Specifically, non-tested students will be included in calculations based on assessment results, effectively counting against a school's achievement score used for federal identification purposes. This is true for both ESSA and IDEA accountability.

Accountability Tool	Level of Accountability	Purpose	Timing
District Report Card	State	Meaningful differentiation system	Annually in Fall
School Report Card	State	Meaningful differentiation system	Annually in Fall
School Identification Report (<i>Specific Report name TBD</i>)	Federal	Identification system (<i>Comprehensive or Targeted Support</i>)	New in 2018-19 (<i>Specific release timeline TBD</i>)

If you have any questions regarding state or federal accountability, please reach out to us (oeamail@dpi.wi.gov). We will keep you posted on our ESSA state plan. For the latest ESSA materials, please visit: <https://dpi.wi.gov/esea/new-items-interest>.

~Laura

Laura Pinsonneault, Director - Office of Educational Accountability

OSA Office Hours Webinar

Thanks for joining the OSA Office Hours webinar held on Thursday, March 16th from 9:30 - 10:30. Please visit the [DAC Resources & Trainings](#) webpage for the PPT slides and the archived webinar (available now).

~Viji

Viji Somasundaram, Director - Office of Student Assessment

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

Forward Exam

- **NEW - Chromebook Setup**

- Please ensure all keyboards for students testing on chromebooks are set to "English" prior to testing. If student keyboards are set to "international," students may receive an "invalid character" when using certain character functions while working on the the Text Dependent Analysis essay portion of the test.

If an invalid character message appears on a student test, the proctor would need to assist the student in pausing and exiting the test, go into the system settings and change the keyboard to "English" and then have the student log back into the test.

- **REMINDER - Friendly Testing Reminders**

- Please review the manuals and guides posted on the [DPI Forward Exam Resources Web Page](#) before calling the DRC helpdesk or DPI.
- Please ensure you add all student accommodations in eDIRECT prior to printing test tickets. A student's test ticket will only show online (embedded) accommodations and supports, not standard (non-embedded) ones.
- Please ensure all student keyboards are set to English prior to testing.

- **REMINDER - Load Simulations**

- IMPORTANT: Technology readiness steps include use of the Load Simulation in the Device Toolkit and TSM (See Technology User Guide Volume II pp. 58-67 for more information about Load Simulations). Once Load Simulations have been completed, be sure that the "Enable Load Simulation" box is unchecked in the Device Toolkit Configuration page before students begin testing as the Load Simulation may interfere with normal student testing.

Configuration for test load sim default

Configuration for test load sim default

Configuration | Create Configuration Files | Devices | Logs

ORG Unit ID: QyDaICEUm

ORG Unit Name: test load sim default

Proxy Host: e.g., http://10.3.97.118:8080/
(Proxy host address is only needed when using a Proxy Server. Check with your Network Administrator.)

Enable Auto Update: ☐

Enable Content Caching: ☐

Enable Load Simulation: ☒

TSM Content Caching and Simulation Server Name: e.g., https://xyzzyx-legacy-prod.drc-centraloffice.com:8443/

Enable Response Caching: ☐

Update Configuration | Delete ORG Unit | Cancel

IMPORTANT: Be sure to enable load simulations ONLY when you are actually conducting a load simulation test between your TSM and a set of student testing devices (See Technology User Guide Volume II pp. 58-67 for more on conducting load simulations). When preparing for actual student testing (when students are logging in and taking tests) be sure to DISABLE load simulations in the Configuration page of the Device Toolkit.

ACT HIGH SCHOOL ASSESSMENTS

ACT with writing and ACT WorkKeys

- **NEW - ACT Initial Test Date Score Reports**
 - Please review the [2016-17 ACT School and District Report Schedule](#) linked [here](#).
 - Schools receive ACT score reports 3-8 weeks after ACT's receipt of examinee responses. Some schools started receiving reports last week.
 - Reports are shipped in batches, so schools may receive a group of reports and labels from the initial date, another batch from accommodations, and another batch from makeup.
 - Some examinees who tested on Feb 28 will begin receiving their score reports at home as well. These reports are produced and shipped on a rolling basis as the answer documents are processed and scored.
 - Most colleges receive scores electronically from ACT, so they may receive the electronic student score before the physical report makes it to the student's home address.
 - More information on data and use of scores can be found at the [ACT Data and Results](#) page.
- **REMINDER - Updating the Not Tested Information for ACT and WorkKeys**
 - The deadline for entering the reasons students did not test during initial, make up, or emergency test dates is May 15.
 - Please see the email from ACT sent on 3/16 for instructions on how to enter not tested information for individual students or for multiple students at one time.

Aspire Early High School

- **NEW - Instructions for Marking Students as "Will Not Test" in the Aspire Portal**
 - If you have students who will not test either because they are taking the DLM, parent opt out, recently arrived EL, or for another reason, leave the students' information in the portal and do not add them to test sessions.
 - Then, follow the steps below to indicate that the student will not test.
 1. Hover over the Students tab, and select Find Students
 2. Locate the appropriate student by using the search fields
 3. From the same Student's Profile, click on the Testing Accountability tab
 4. Select the Subjects the student is not testing in and select the appropriate Will Not Test reason
- **NEW - Change to Test Coordinator Role in Aspire Portal**
 - New this year, there is an update to the Test Coordinator Role in the Aspire portal. Users assigned the Test Coordinator Role are now able to view all test sessions.
 - Proctors or room supervisors should be assigned the Educator role in the Aspire portal.
 - Aspire portal administrators should make this change to user roles as necessary.
 - For assistance, please contact ACT Aspire Early High School Customer Support at (888) 802-7502.
 - Please note this update is not reflected in the User Role Matrix found in Appendix D, pg 127-140 of the [2017 Portal User Guide](#). Remember that in Avocet, to see the full

document, you need to click the download icon in the top right of the window to download.

- **REMINDER - Register for the WI Aspire Test Administration Training Webinar**
 - The webinar will be March 30 at 10am.
 - [Please register here.](#)
 - You will receive a confirmation email and instructions on how to access the webinar after you register.
 - This training will be recorded and will be made available on the [Wisconsin specific Avocet site](#) under “T” for Trainings and will also be linked on the [DPI ACT Trainings Page](#).
- **REMINDER - Aspire EL Supports**
 - In addition to the default embedded system tools and open access tools available to all users, the following accessibility supports are available to EL students:
 - translated test directions for all subjects and
 - word-to-word dictionaries for math, science, and writing sections.
 - Please see pages 14, and 27-29 of the [Accessibility Users’ Guide](#) for information.
 - Appendix D of the Guide, starting on p. 54, includes a list of approved bilingual word-to-word dictionaries.
 - Spanish language test directions for the online summative test are available in digital audio under “S” in the [“Spanish Language CBT Forms Test Directions - Audio Files”](#) section of the WI Avocet website.
- **REMINDER - Aspire Timeline Highlights**

March 14-24	<p>After DPI uploads student information into Aspire portal:</p> <p>Test coordinators confirm that student information is correct and make updates as necessary.</p> <p>Test coordinators enter Personal Needs Profiles (PNPs) and create paper test sessions for students using Braille, large print, or ASL. Once a paper test session is created, the paper materials orders will be automatically sent to DPI for approval through the portal.</p>
March 14 - April 14	Test coordinators enter Personal Needs Profiles (PNPs) and set up online test sessions.
March 24	<p>Deadline to enter accommodations into Personal Needs Profiles (PNPs) for paper-based tests.</p> <p>Deadline to create paper test sessions for students using Braille, large print, or ASL. Once a paper test session is created, the paper materials orders will be automatically sent to DPI for approval through the portal.</p>
March 30	<p>Deadline to upgrade to TestNav 8.8.</p> <p>If your Technology Coordinator has not updated the TestNav app since last spring (2016) then they will need to completely uninstall the previous version and reinstall to this most recent version of TestNav 8.8. If they have completed a TestNav upgrade after August 10, 2016, then they would not need to uninstall and reinstall; the system upgrades to 8.8 automatically upon initial start-up of the TestNav application.</p>

	See the TestNav 8 Online Support page for details on upgrading to 8.8.
Optional	Create groups in the portal. (You must complete PNPs before beginning this task.) See <i>Aspire Portal User Guide</i> pg. 53 for instructions and Summative Recorded Webinar Training Module “Creating and Using Groups”, under the Summative Assessment Preparation category at https://actaspire.tms.pearson.com/
April 3	Deadline for technology coordinators to complete ProctorCache setup.
April 14	Deadline for test coordinator to set up online test sessions. Students receiving accommodations must have a completed PNP before being placed in a test session.
See Schedule of Events and Checklist of Success for full ACT Aspire calendar.	

- **REMINDER - Manuals Posted**

- The following manuals have been updated on the [Wisconsin Aspire Avocet site](#) and the [DPI ACT Aspire assessment webpages](#).
 - [Accessibility Users' Guide](#)
 - [ACT Aspire Portal User Guide](#)
 - [Room Supervisor Manual \(CBT\)](#)
 - [Room Supervisor Manual \(PBT\)](#)
 - [Technical Readiness Manual](#)
 - [Test Coordinator Manual](#)

Reading Readiness

- **REMINDER- REIMBURSEMENT REQUEST FORM**

- On March 6, DACs should have received an email from DPI Forms Management asking them to submit the Reading Readiness Reimbursement Request Form. The instructions ask DACs to provide information on the number of students screened in the 2016-17 school year, the screening instrument(s) used, and the amount requested for reimbursement.
- Deadline for submission of the form is April 7, 2017.

ACCESS for ELLs

- **ELP SCREENER CHANGES for 2017-18**

- For Grades 1-12
 - WIDA will be discontinuing the W-APT on 8/31.
 - The new screener for these grades is called the WIDA Screener.
 - The WIDA Screener is essentially the current ACCESS test with fewer questions.
 - Administration is identical, but Speaking and Writing are scored locally.
 - Paper versions are available for purchase, while the online version is free.
 - MODEL will not be allowed as a screener for grades 1-12 after this school year, as it's no longer completely aligned with the ACCESS for ELLs test due to last summer's Standard Setting. (See below.)
- For Kindergarten
 - You can use either the K-WAPT or the K-MODEL for screening.
 - The K-WAPT remains free, and the K-MODEL is still a district purchase.
- Training

- Available now on the WIDA Website [here](#).
- Availability of WIDA Screener
 - We will enable the WIDA Screener after the Forward Assessment ends to allow you to begin using it and training on it.
- **REMINDER - INFORMATION ON STANDARD SETTING IMPACTS**
 - Last summer WIDA undertook a Standard Setting. This revised the ACCESS for ELLs Cut Scores.
 - Student Progress will look different on ACCESS this year. Information is being released over the next few months [here](#).
 - Please note the Overview Flier and Parent information on that page.
 - Recorded webinars explaining the changes can be found [here](#).
- **UPCOMING DEADLINES**
 - **4/21/2017**
 - Score Reports and data files received
 - **4/21/2017-5/4/2017**
 - Post-Reporting Data Validation Window

Dynamic Learning Maps (DLM)

- **REMINDER - Student Test Tickets and Testlet Information Pages (TIPS)** - Instructions on how to locate student test tickets and Testlet Information Pages can be found in the [Educator Portal User Guide](#) beginning on page 53. Please see the REMINDER below if you are unable to locate test tickets.
- **REMINDER- DLM Test Administration Monitoring-** It is important for district assessment coordinators to monitor the completion of the DLM testlets. Those with the DTC role in Educator Portal are able to download a *DLM Test Administration Monitoring Report* in order to track the number of testlets required and completed. Directions on how to use the Report function can be found in the [Educator Portal User Guide](#) beginning on page 75.
- **REMINDER- Required Number of Testlets Per Grade and Content Area-**The chart below shows the number of testlets to expect during spring assessment. It is organized by grade for each subject area. Wisconsin assesses ELA and math in grades 3-11, science in grades 4 and 8-11, and Social Studies in grades 4, 8 and 10. Test Administrators should verify that they have completed all required testlets before the end of the test window. Students may be assigned Field Test testlets once all of the required operational testlets have been completed. Test administrators will know that it is a field test testlet by the naming convention. Field test testlets will contain a 'R' in the name e.g. ELA RI.3.4 IP **R**4943.

Grade	Math Testlets	ELA Testlets	Science Testlets	Social Studies Testlet
3	6	7	-	-
4	7	7	9	1
5	6	7	-	-
6	6	6	-	-

7	6	6	-	-
8	6	6	9	1
9	6	6	9	-
10	6	6	9	1
11	6	5	9	-

- **REMINDER - Student Mobility During Window** - Every year, students move during the spring assessment window. Several methods are available to move a student from one school to another. Once testing has begun, some methods are highly effective and some are not recommended. The DLM created [document](#), serves as a guide for these methods. Please contact [Kristen Burton](#) or the [DLM Helpdesk](#) for assistance if necessary.
- **NEW - Teacher Survey** - DLM staff request your help encouraging teachers to participate in the teacher survey in support of the assessment's validity argument. A teacher survey is assigned for every student in KITE® Client. Teachers are encouraged to administer at least one testlet per content area prior to responding to the survey. Sections inquiring about the teacher's experience only need to be completed once if the teacher receives multiple surveys (one per student). The total survey may include between 8 and 12 items and is estimated to take 5-10 minutes to complete.
- **REMINDER - DLM Test Tickets** will appear in Educator Portal once the test window opens on March 20th. Please remember that test tickets will only appear if a student has been rostered in each required content area and whose First Contact Survey (FCS) has been submitted. Test Administrators must complete the required training and agree to the security agreement in Educator Portal before they will receive test tickets for a student.
- **REMINDER** - The PowerPoint for the presentation entitled "*Who are Students with the Most Significant Cognitive Disabilities?*" is now posted on the [special education website](#). Additional, materials and guidance will be added to this page as they are finalized.
- **REMINDER - Spring Assessment Resources** - Materials Collections Lists have been posted on the Educator Resource Pages for [ELA](#), [Math](#) and [Science](#). These are lists of materials by subject and grade, including materials to use with alternate test forms for students with visual impairments. The lists contain materials commonly needed in testlets and materials that may be substituted unless the TIP specifically states that no substitutions are allowed. This gives test administrators more opportunity to prepare for the assessment before the testing window opens.

A [Writing Testlet FAQ](#) has also been updated for spring 2017 and added to the Educator Resource Pages. The DLM writing testlets assess a student's ability to communicate using writing and the precursor skills that lead to writing. The FAQ details how writing testlets are assessed in DLM testlets as well as how to prepare to administer a writing testlet as a test administrator.

- **REMINDER-** DPI has created checklists for [Test Administrators](#) and [District Test Coordinators](#) with the required steps for the DLM assessment. We hope that you find these new tools helpful.
- **REMINDER- Districts with Students Attending State Schools, Lakeland School of Walworth County, or Syble Hopp Elementary and Secondary School of Brown County**
 - With the transition to WISEdata, these schools are now responsible for all DLM enrollment uploads. Districts with students attending these schools, should work with these providers to ensure they have all of the relevant information for the DLM uploads.

DAC DIGEST DIGESTIBLES

Important Dates to Remember		
March	1: Initial test date for WorkKeys	WK
	2: Test coordinator returns all initial test date materials via prescheduled FedEx pick up.	ACT/WK
	3: All data in Educator Portal should be finalized and validated for spring testing	DLM
	1-3: Window to submit make-up order	ACT/WK
	1-15: WorkKeys accommodations testing window	WK
	7: Deadline for school districts to make sure local student information system (SIS) is up-to-date and that data from their SIS are being regularly "pushed" through WISEdata to the DPI data warehouse.	Aspire
	7-15: Pre-Reporting Data Validation Window	ACCESS
	8-10: DPI pulls 9 th and 10 th grade student data from WISEdata and uploads to ACT Aspire portal.	Aspire
	13-20: Window for schools to conduct pretest sessions for ACT make up date.	ACT
	14-24: Test coordinators confirm that student information is correct and make updates as necessary, enter Personal Needs Profiles (PNPs), and create paper test sessions for students using braille, large print, or ASL.	Aspire
	14 - April 14: Test coordinators set up online test sessions.	Aspire
	15: Pre-Reporting Data Validation Window Closes	ACCESS
	16: Test coordinator returns all accommodations test materials via prescheduled FedEx pick up.	ACT/WK
	16: OSA Office Hours Webinar	
	21: ACT make-up test date	ACT
	20: Forward and DLM test window opens	Forward/DLM
	22: WorkKeys make-up test date	WK
	23: Test coordinator returns all make-up test materials via prescheduled FedEx pick up.	ACT/WK
	24: Deadline to enter PNPs and set up test sessions for paper-based tests: Braille, Large Print, and ASL only.	Aspire
	30: Deadline to upgrade to TestNav 8.8	Aspire
	30: Aspire Test Administration Training Webinar, 10am	Aspire
	31: Deadline to order emergency test date materials. Deadline for ACT to receive makeup testing answer documents.	ACT/WK
April	3: Deadline to set up Proctor Cache.	Aspire
	14: Deadline to enter PNPs and set up online test sessions.	Aspire
	17-21: Test coordinators receive paper shipment for Braille, Large Print, and ASL.	Aspire
	24-May 26: ACT Aspire testing Window	Aspire

Important Tasks to Remember	
<ul style="list-style-type: none"> <input type="checkbox"/> Review DAC Guide <input type="checkbox"/> Review Accessibility Guide and Training <input type="checkbox"/> Review Test Administration Manual <input type="checkbox"/> Review eDIRECT User Guide - Students and Testing <input type="checkbox"/> Practice with Online Tools Trainings 	Forward
<ul style="list-style-type: none"> <input type="checkbox"/> Encourage Technology Coordinators to view the recorded Aspire Technology Readiness Webinar. <input type="checkbox"/> Manage users and permissions in the Aspire portal. <input type="checkbox"/> Assign room supervisors and proctors the Educator role in the Aspire portal. <input type="checkbox"/> Upgrade to TestNav 8.8 for Aspire testing. <input type="checkbox"/> Setup Proctor Cache for Aspire. <input type="checkbox"/> Register for the Aspire Test Administration Training Webinar. <input type="checkbox"/> Enter PNPs in Aspire portal. <input type="checkbox"/> Set up online test sessions in Aspire portal. 	Aspire Early High School
<ul style="list-style-type: none"> <input type="checkbox"/> Review Data Validation modules <input type="checkbox"/> Plan for Data Validation March 7-15 	ACCESS
<ul style="list-style-type: none"> <input type="checkbox"/> Update secure browser for DLM KITE Client <input type="checkbox"/> Add new users, students and rosters to Educator Portal and <i>validate</i> the data <input type="checkbox"/> Encourage test administrators to complete the required test administrator training as early as possible 	DLM
<ul style="list-style-type: none"> <input type="checkbox"/> Submit the Reading Readiness Reimbursement Request Form by April 7, 2017 <input type="checkbox"/> Ensure relevant team members are aware of the information regarding reading readiness assessment at Reading Readiness Overview and Reading Readiness FAQ 	Reading Readiness

Online Resource Highlights*		
<i>As new resources are posted to our website, we will include them here for your convenience. This is NOT an exhaustive list, but meant to highlight resources with significant relevance to our upcoming test windows.</i>		
Resource	Description	Assessment
ACT & WorkKeys Report Schedule	Descriptions and delivery dates for district, school, and student-level reports.	ACT/WorkKeys
ACT Data and Results	DPI webpage with links to sample reports and resources for understanding and using ACT reports.	
TestNav 8 Online Support page	Information on upgrading TestNav to 8.8	Aspire
Schedule of Events	Calendar of Aspire dates and deadlines - updated 2/9	
Technology Readiness Webinar	Recording of Aspire Technology Webinar	
ACT Aspire TMS Training Site	Self-paced training modules on a variety of topics related to pre-test tech readiness, assessment preparation, assessment administration, post assessment steps, and reporting & data usage. To access the modules, go to the website, enter your email address, and then select the training videos from the Summative module category.	
ACCESS for ELLs Calendar	Provides an overview of relevant 2016-17 dates	ACCESS
WIDA Resources	Revamped training and manuals for 2016-17	

Educator Portal User Guide	Provides guidance and support for users navigating Educator Portal	DLM
Data Management Manual	Supports data managers with managing user, student, and roster data in Educator Portal	DLM
Test Administration Manual	Supports Test Administrators in preparing themselves and students for the DLM assessment	DLM
OSA Office Hours Webinar - 3/16 recording now posted	The DAC Resources and Trainings page will house our recorded webinar, as well as the accompanying PPT	General
Report Card Resources	Various resources to assist in understanding, explaining, and using the 2015-16 School and District Report Card data	OEA